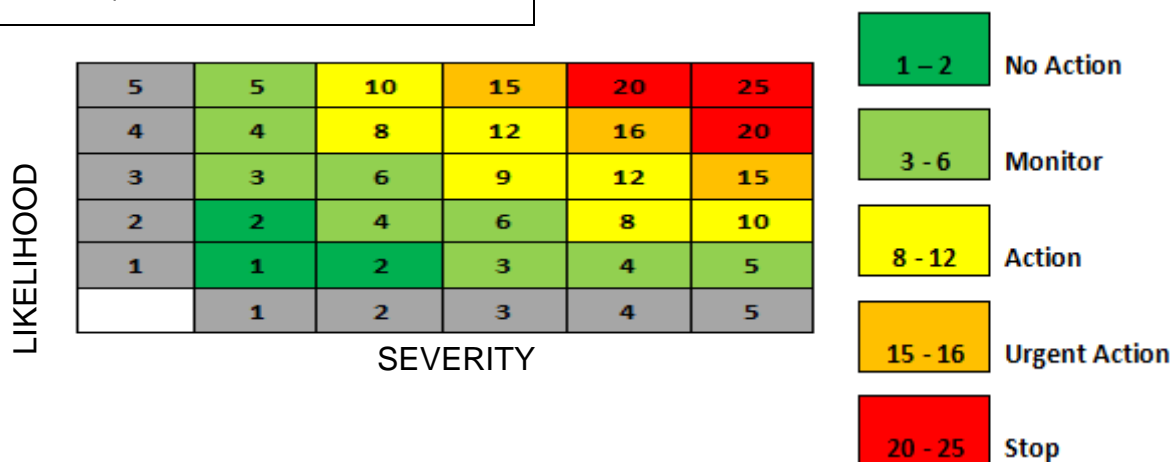




Risk Assessment

Work Activity/ Hazard:	COVID-19 Risk assessment V.2	Directorate	St. Leonard's Catholic Primary School	Section:	Education & Childcare settings
Date of Assessment:	Updated January 2021 (2)	Date to be Reviewed:	When required		

Likelihood	Severity
1 – Very Unlikely	1 – Insignificant
2 – Unlikely	2 – Minor
3 – Fairly Likely	3 – Moderate
4 – Likely	4 – Major
5 – Very Likely	5 – Catastrophic



What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
COVID-19 Spring Term 2021 (based on government guidance https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)									
Spread of COVID 19	Employees, contractors, visitors, members of the public, family members	Minimise contact – (avoid contact with anyone with symptoms or signs of infection)	2	5	10	Managers will ensure that for the areas in which they are in control of i.e. their own office(s) that they will identify the maximum occupancy of the area(s) with regard to the social distancing	1	5	5

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	Contracting Coronavirus	<p>People who are ill must stay home, any persons displaying symptoms to leave the premises – follow current government guidance on self-isolation.</p> <p>An information poster highlighting the symptoms of COVID19 is placed throughout the premises.</p> <p>Ongoing communications (posters, emails, inductions, briefings) has been provided to all employees and/or regular visitors which includes:</p> <ul style="list-style-type: none"> • Risks and symptoms of COVID19 • Advice regarding self-isolation of those showing signs or symptoms • Self-isolation for anyone who have recently travelled to the high-risk countries • Handwashing guidance • Ongoing updates monitored by manager and cascaded to staff. 				<p>requirements of 2 metres separation distances. This figure must be communicated through to staff and be displayed prominently as the capacity not to be exceeded.</p> <p>Staffroom – max. occupancy=3 Office – max. occupancy=4 HT office – max occupancy=2</p> <p>Additional posters around school re:washing hands, keeping distance etc.</p> <p>Staff briefing re: keeping themselves and other safe in the school environment.</p> <p>Routines for entry/exit to the building adhered to including sanitising/washing of hands. Movement around the building and keeping distances between each other.</p> <p>Before going to work you must report to the headteacher if you are experiencing any of the following symptoms and do not go to work:</p> <ul style="list-style-type: none"> • A high temperature • A new continuous cough • Loss of taste or smell 			

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		<p>Upon entry to the school building staff must sanitise their hands and wash them with soap and water regularly during the day. Especially if moving different areas e.g. bubble classroom to outside</p> <p>NB: Hand washing with soap and water for 20 seconds is the most effective way of cleaning hands.</p> <p>Encourage young children to practice good and regular hygiene habits possible via poems, rhymes and games.</p> <p>Provide bins and empty contents at regular intervals.</p> <p>NB: When using alcohol-based hand sanitiser ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.</p> <p>Where risk assessment has identified the need for personal protective equipment (PPE), all employees provided with PPE as</p>				<p>All staff to be advised that they must inform the headteacher if they or anyone in their household have been advised to self isolate, before entering the workplace.</p> <p>Children's posters next to wash station in classrooms and toilets to encourage handwashing.</p> <p>Staff clean tables and other used surfaces regularly throughout the day and after playtime.</p> <p>Lunchtime supervisors to clean all tables before and after lunch is served. Lunchtime supervisors to wear masks, gloves and aprons in the dining hall. All uneaten food and drink to be disposed of in the bins rubbish bags provided.</p> <p>Packed lunch children take responsibility for own bags. No sharing of food or drinks. All rubbish disposed of appropriately in bins provided.</p> <p>Outside staff to ensure that children do not mix bubbles and try to keep</p>			

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		<p>per their role must ensure it is worn correctly, adequately maintained, suitably removed and disposed of (where required).</p> <p>An enhanced cleaning programme is in place with site cleaning teams. Documented and shared with relevant persons. Regular and increased cleaning – cleaning of frequently touched surfaces e.g. door handles. (cleaner employed to work extra in middle of the day to clean toilets and regularly touched surfaces)</p> <p>Active engagement with NHS Test & Trace.</p> <p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids (First aid station) should be individually assessed to see if the contact can be eliminated, reduced, isolated.</p> <p>Non-physical work that requires close contact between workers should not be carried out.</p>				<p>distance as much as possible. Use radios for communication.</p> <p>Increased cleaning and disinfection regime in place for surfaces, keyboard and computer screen by cleaners.</p> <p>Staff should leave their desk as clear as possible to ensure that the desk can be easily cleaned.</p> <p>Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationary.</p> <p>Staff are advised to limit the use of photocopiers immediately wash hands after use. Photocopiers to be used by office staff only throughout the day. Teaching staff only to use before and after school. Teachers on PPA may use photocopiers during the day. Machines must be wiped down with provided wipes before and after use.</p> <p>Office staff to keep glass screen closed at all times when visitors are in the foyer area.</p> <p>All visitors to wear face coverings, read and agree to follow Covid-19 school</p>			

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		<p>Work that requires direct skin to skin contact should not be carried out. First aiders must always wear gloves and aprons if needed.</p> <p>Encourage natural ventilation by opening windows and doors.</p> <p>Plan your work to minimise contact between workers.</p> <p>Screening (office window to be kept closed when visitors onsite) questionnaire/doorstep check asked when entering a non-SCC premises or when allowing contractors/visitors onto site.</p> <p>Asking has anyone in the household/premises displayed signs or symptoms of:</p> <ul style="list-style-type: none"> • Fever • New continuous cough • Loss of taste or smell <p>Where symptoms in the household/premises are identified entry should not proceed unless essential (in this case you must carry out an additional risk assessment).</p>				<p>visitor protocols (poster displayed in foyer).</p> <p>All visitors must be signed in by office staff and leave a contact number which will be passed onto the NHS test and trace if required.</p> <p>Staff should refrain from all non-essential physical contact with colleagues, visitors and service users.</p> <p>Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc.</p> <p>Can the visit be rearranged to a time when there are less people in the premises, e.g. school holidays etc.</p> <p>Large gatherings should not take place. No whole school assemblies/collective worship, these will take place in classroom bubbles only.</p> <p>Toolbox Talks/Safety briefings should be undertaken in an environment where it is safe to maintain 2m, use the hall for all meetings.</p> <p>.</p>			

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		<p>Staff to be advised to cover their mouth and nose when coughing or sneezing.</p> <p>Anyone who thinks they may have symptoms of Covid-19 should check this using the NHS111 online symptom checker https://111.nhs.uk/covid-19/ which will provide advice about what to do.</p> <p>For those who develop symptoms, they should go home and inform the headteacher. Consideration will be given to a possible clean down/disinfection of rooms or equipment.</p> <p>Where there are confirmed cases of a member of staff contracting Covid-19 this may require reporting under the RIDDOR Regulations and must be captured on the IR1 system. For further advice and guidance contact your Health and Safety Team.</p> <p>Parents are informed via letter not to bring their children to school or on the school premises if they or anyone else in their</p>				<p>All school visits outside of school to cease until further notice.</p> <p>Where home visits are essential, communicating with households prior to arrival, and on arrival, to ensure the household understands the social distancing and hygiene measures that should be followed once visit/work has commenced. Staff to remain outside the householders premises at all times.</p> <p>Where staff are required to share tools or equipment these should be thoroughly cleaned before and after use.</p> <p>Supervisors and Managers to ensure the 2m rule is maintained wherever possible and lead by example.</p> <p>All staff must take reasonable care of their own health and safety.</p> <p>Managers and supervisors must lead by example, ensuring social distancing is always complied to by both the managers and employees.</p> <p>First Aiders will be issued with the current advice and guidance.</p>			

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		<p>household show signs of being unwell and believe they have been exposed to coronavirus.</p> <p>Where a child displays symptoms of the virus they are isolated away from other children and staff. Staff giving care to sick child must wear suitable PPE and follow guidance for doffing, donning and disposal.</p> <p>The isolation room must be cleaned thoroughly before re-use.</p>				<p>Foyer to be used as an isolation room if a child displays symptoms. Monitored by office staff and No access until touched surfaces are thoroughly cleaned afterwards.</p> <p>Children and staff to be tested if symptoms suspected.</p> <p>Use a consistent pairing system if people must work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</p> <p>Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in red bins. Pupils must wash hands afterwards.</p> <p>Outdoor equipment should only be used if it able to be cleaned between groups of children using them. Multiple groups must not use the same equipment without cleaning inbetween. PE equipment kept in bubbles if appropriate e.g. hockey sticks.</p> <p>Science equipment kept in bubbles e.g. beaker and stopwatches. After use,</p>			

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						clean thoroughly and return to central area with date last used clearly stated.			
Contact between any persons on the premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Minimise and reduce contacts as much as possible.</p> <p>Pupils are allocated into agreed and fixed groups/bubbles. Staff are able to work between pupil groups in order to provide a broad curriculum which benefits pupils future however, must be prioritized based on educational needs according to school (Section 3: Curriculum, behaviour & Pastoral support)</p> <p>Staff, where possible, are to maintain social distancing of 2m or 1 m plus with additional suitable controls from pupils, other members of staff, visitors.</p> <p>Supply, Peripatetic and Temporary staff are able to move between schools – minimising contact with pupils and other staff</p> <p>Current government guidance suggests that Schools & educational/childcare settings</p>	2	5	10	<p>Distancing, lunchtime and breacktime arrangements, bubbles established both externally and internally</p> <p>Increased emphasis on handwashing at start of sessions and social distancing. No sharing of resources e.g. pencils, rulers etc.</p> <p>Supervisors and Managers to ensure the 2m rule (1m+) is maintained wherever possible and lead by example.</p> <p>All staff and children from any affected bubbles to isolate following government and PHE guidance.</p> <p>Non-essential visits to premises should be assessed. Is there another way of working for example Telephone, video conference, emails etc. Can the visit be rearranged to a time when there are less people in the premises, e.g. after school hours etc.</p>	1	5	5

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		<p>should not require staff, pupils, children or learners to wear face coverings or face masks. They are not required in schools as pupils and staff are mixing in consistent groups, social distancing is applied where possible and because misuse may inadvertently increase the risk of transmission.</p> <p>PPE is to be worn where intimate care is provided, or the child is displaying symptoms of covid-19 until collected.</p>				<p>All visitors to wear masks which will be provided by the school if they do not have their own.</p> <p>Other PPE will be used if required.</p> <p>PPE in DHT office only to be used for persons with symptoms.</p>			
Contact within and between groups	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Reduce contact between people as much as possible – only mix within allocated and consistent groups/bubbles.</p> <p>Social Distancing should be applied within Groups/bubbles where possible.</p> <p>Each Group is to avoid contact with other people and other groups. Where possible ensure the same children are allocated to the same group each day – do not mix groups where possible</p>	2	5	10	<p>Bubbles established both externally and internally Key worker & Vulnerable group bubbles</p> <p><u>Bubble A - KS1 bubble</u> Acorn, Maple & Pine bubble Use Acorn and Maple classrooms and outside area</p> <p><u>KS2 bubbles</u> <u>Bubble B</u> Ash & Poplar (Y3/4) <u>Bubble C</u> Willow (Y5) <u>Bubble D</u> Oak (Y6)</p>	1	5	5

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		<p>Staff are able to work across groups/bubbles in order to deliver the timetable/curriculum – maintaining 2m (1m plus) distance as above. Staff must wipe their workspace and equipment using disinfectant wipes before leaving the classroom to ensure cleanliness of the area for the incoming teacher.</p> <p>Behavioural / Educational Challenges - Smaller groups to be allocated for educational or behavioural challenges</p>				<p>Physical distancing between groups of children and staff is implemented as far as possible.</p> <p>Staff should ensure all school based equipment is properly cleaned and, where required, decontaminated to ensure there are no health risks to the next person using it.</p> <p>PPE use is voluntary unless dealing with intimate care of pupils this includes T shirts laundry bags etc.</p> <p>All stocks of PPE to be readily available in office.</p>			
Contact due to layout or available space	<p>Employees, children/learners, contractors, visitors, members of the public, family members</p> <p>Contracting Coronavirus</p>	<p>In addition to hygiene and enhanced cleaning measures as above, the risk of transmission will be reduced by planned changes to layout and positioning in work and recreational areas (Public Health England)</p> <p>Groups should limit sharing of spaces, rooms as much as possible All rooms are adapted or layout so to ensure Staff and</p>	2	5	10	<p>Key worker & vulnerable bubbles established in Key stages and year groups. Children are only to use their classroom and not enter any other classroom. Any small group interventions to take place in designated areas around the school. Tables and equipment cleaned before and after use.</p>	1	5	5

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		<p>pupils can maintain social distancing e.g. pupils facing forwards, side by side, rather than facing each other where possible. KS1 tables in small groups. KS2 tables forward facing at all times. Furniture to be removed where necessary .</p> <p>Use of staff areas to be minimised and layouts adapted e.g. PPA rooms, offices, welfare/dining areas to be arranged to ensure 2m social distancing or 1m plus with additional controls</p>				<p>Timetable established for staggered outside play and lunch breaks.</p> <p>Increased emphasis on handwashing at start of sessions and social distancing. No sharing of resources e.g. pens, pencils books etc.</p> <p>Shared areas (tables in hall, library) will be cleaned before next bubble uses it</p> <p>Reminders of social distancing Staff regularly briefed (daily briefings via TEAMS and weekly staff meetings via TEAMS)</p> <p>SBM to update Site supervisor & cleaning staff</p> <p>HT/SBM to update Lunchtime supervisors on a weekly basis</p> <p>Learning mentor to work between bubbles and strict hygiene & social distancing rules will be adhered to.</p>			
Activities encouraging Spread	Employees, children/learners, contractors, visitors, members of the public, family	Collective worship to be held in classrooms only with only one year group at a time.	2	5	10	Peripatetic music teachers online lessons only to conduct lessons PE coordinator to monitor all PE equipment with a check out/in system	1	5	5

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	members Contracting Coronavirus	<p>Activities encouraging respiratory aerosol to be risk assessed and prohibited or strictly controlled as necessary e.g. singing, playing musical instruments, PE/close contact sports/swimming, food technology, etc.</p> <p>Extracurricular provision e.g. breakfast & after school clubs can resume provided a separate risk assessment is completed – this must consider/justify maintenance of bubbles/groups, type of activities carried out, enhanced cleaning of areas and equipment, hygiene practice, supervision, etc.</p> <p>External coaches, clubs and organisations for curricular and extracurricular activities can resume – provide a separate risk assessment and safe working procedures are developed and agreed in line with government guidance and local precautions.</p>				<p>and ensure staff clean equipment after use. . PE staff to be aware of sanitising all shared equipment between groups. Liaise closely with PE specialist teacher and ensure risk assessment is followed</p> <p>All extracurricular activities cancelled until further notice (revised on a half termly basis).</p>			
Educational Visits	Employees, children/learners, contractors, visitors,	Domestic (UK) overnight visits and overseas visits are not currently permitted.	2	5	10	Reviewed when guidelines updated by the government.	1	5	5

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	members of the public, family members Contracting Coronavirus	<p>Non-overnight domestic educational visits can resume in Autumn Term 2020.</p> <p>Specific risk assessments must be developed and contain precautions relating to the visit and risk of coronavirus e.g. pupils to be kept in groups/bubbles,</p> <p>Consider risk of location i.e. indoor or outdoor venues</p> <p>All educational visit assessments are to be approved by Head Teacher and EVOLVE systems via Derwent Hill in line with the schools Education Visits Policy.</p>				No visits outside school premises to be made until further notice. (revised on a regular basis with local and national guidance)			
Early Years & Primary aged children – lack of understanding	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Early Years & Primary aged children cannot be expected to remain 2m apart from teaching staff and other children.</p> <p>Monitor use of toilets – avoid over-crowding</p> <p>Promote & display hygiene information/posters/signs which are suitable for the age group e.g. e-bug Information & posters</p>	2	5	10	<p>Children to use their designated bubble toilet.</p> <p>Only 3 people in toilets at any one time.</p> <p>Children’s posters next to wash station to encourage hand washing.</p> <p>Class teachers to oversee monitoring of children’s toilets. All adults in the school responsible for ensuring proper use of toilets by children.</p>			

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Contact due to personal / intimate care	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Staff must wear the normal personal protective equipment they need for giving intimate/personal care If a child/learner becomes unwell with symptoms of coronavirus while in the setting and needs personal care until they can return home, staff member must wear suitable PPE i.e. mask, apron and gloves. Following doffing and donning and disposal guidance	2	5	10	PPE equipment available in office. PPE equipment to be kept in Acorn classroom for use in KS1.	1	5	5
Transit in and around school premises	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Refresh school timetable to minimise contact – groups are kept apart, movement around site kept to a minimum. Groups passing briefly in corridors or outdoor playgrounds is low risk – arrangement in place to avoid creating busy corridors, entrances and exits. Content of lessons and learning activities which are suitable Outdoor lessons where possible	2	5	10	Staff to be briefed about safe use of corridors i.e. stay to left, single file, no gathering in corridors. Staff used to working in this way since reopening of school June 1st 2020.	1	5	5

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		<p>Reduce movement around schools where possible, avoid large gatherings or collective worship with more than 1 group.</p> <p>Stagger break times/lunch times</p> <p>Meeting, toilet and welfare arrangements for staff. Use of staff room minimised although staff are to have a break of a reasonable length within the day.</p> <p>Enhanced cleaning is planned and specific tasks/roles are agreed with site staff.</p> <p>NB. Use of suitable detergent/disinfectant as per government guidance – All COSHH and training arrangements MUST be in place.</p> <p>No need for Groups/Bubbles to use different toilet blocks/facilities - enhanced cleaning programme to be in place.</p> <p>Minimise adult to adult contact and avoid gatherings at entrance points.</p>				<p>Lunchtime staff to supervise children during breaktimes and lunchtimes</p> <p>Staffroom to be used to collecting lidded hot drinks and eating only. Breaks to be taken in classrooms or KS bubbles to avoid unnecessary gatherings of adults.</p> <p>All surfaces touched including chair arms to be cleaned after use.</p> <p>COSHH risk assessments and safety data sheets are kept in office.</p>			

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		No parent to be allowed in the school/premises unless absolutely necessary and agreed by Head Teacher with special arrangements communicated All person/groups to keep to the left in corridors and when using staircases				Open drop off between 8.45 & 8.55am 1 parent/guardian only to drop off/pick up. All communication with parents through Class dojo with teachers and the office email or telephone. Parents discouraged to visit the school office in person unless prior notice given. All parents to wear masks and keep social distancing when dropping off or collecting children.			
Cross contamination of resources, toys and equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Remove soft toys and furnishing or items difficult to clean from classroom Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups/bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between group/bubbles, or rotated to allow them to be left unused and out of reach for a	2	5	10	All washable equipment to be used if possible with a rotation of stock with 48/72 hours rest period. Cleaning of equipment using disinfectant spray between uses. Cleaning of equipment e.g. PE or Science equipment to be completed after each session. Some equipment may be kept in classroom bubbles until end of topics then returned to central area.	1	5	5

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		<p>period of 48 hours (72 hours for plastics) between use by different bubbles. Each child/learner to have their own resources and equipment e.g. pencil, pen, ruler, workbook</p> <p>Take home resources to be limited as much as possible – any items returned to schools such as reading books should be left in a secure area for 48 hours before being handled by school staff.</p> <p>Pupils and teachers can take books and other shared resources home. Avoid unnecessary sharing, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation are applied to these resources.</p> <p>Pupils to limit the amount of equipment they bring into school each day, essentials only such as lunch boxes, hats, coats, books and mobile phones. Book Bags are allowed.</p>				<p>All science and PE equipment distribution checked and monitored by curriculum leaders weekly.</p> <p>Y1-Y6 to have individual pencil cases with own equipment. Reception children equipment cleaned regularly and at end of the day.</p> <p>Homework and home readers to be quarantined to labelled storage boxes with timetabled log stating earliest time to be handled. Work to be set and marked on Teams.</p> <p>Water bottles washed at the end of each day and replenished with fresh water each morning. Children allowed to bring in own water bottle on a Monday – returned home every Friday</p>			

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		<p>No unnecessary items to be brought into schools from home e.g. toys, blankets, etc.</p> <p>All water bottles must be clearly labelled with child's name.</p> <p>Teacher to maintain good personal hygiene practices when marking</p>							
Transport to educational or childcare settings	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	<p>Reduce where possible unnecessary travel on buses, coaches and public transport</p> <p>Dedicated school Transport, including Statutory provision;</p> <p>Wider Public Transport;</p> <p>Encourage walking or cycling to school for pupils, parents/carers and staff</p> <p>Where possible parents/carers may drive pupils to & from schools</p>	1	5	5	<p>Arrival and departure arrangements as communicated to parents. (see school plan- information for parents)</p> <p>No access to school carpark during drop off/pick up times.</p>	1	5	5

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Contamination of outdoor play equipment	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Outdoor play equipment should not be used unless the setting can ensure it is cleaned thoroughly between use of different groups. Multiple groups must not use outdoor play equipment simultaneously.	2	5	10	2X playground equipment trollies to be used by bubbles on the playground. All equipment must be cleaned after use. Trim trail not in use. To be reviewed when and if government guidelines change.	1	5	5
Lack of communication	Employees, children/learners, contractors, visitors, members of the public, family members Contracting Coronavirus	Talk to staff about plans (transport, drop off and collection times, lunch, safety measures, training needs). Communicate all plans to all parents and young people (transport, drop off and collection times, lunch arrangements, etc), Communicate with visitors and contractors ahead of opening – signage to be displayed. Discuss enhanced cleaning regimes with cleaning team and contractors in preparation for opening – clear procedures are in place.	2	5	10	Daily briefings at the end of the day with office, teaching and support staff. Full staff briefings every half term with updates. Weekly meetings with Lunchtime supervisors and catering staff. Letter, Twitter, website. Signage and direction by Reception staff. Briefing of cleaning staff. Children cleaning desks periodically throughout day. Refer to cleaning plan for frequency of cleaning activities.	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
Poor mental wellbeing of staff and Pupils	Staff, Pupils, Parent & family members Stress, anxiety, panic, depression	<p>Promote attendance at school for both staff and pupils</p> <p>Identify individuals who are reluctant or anxious or at risk of disengagement. Support mechanisms are in place for all levels of employees, pupils/families and supporting governance</p> <p>Communicate clear information on risks and controls measures in place – safe procedures, arrangements etc.</p> <p>Review workloads and timetables to ensure a good work life balance in possible</p> <p>Communicate clear expectations for all staff, pupils and parents. Work with external agencies and Social Workers where relevant</p>	1	5	5	<p>Monitoring of any absence.</p> <p>Identify any staff invoking section 44 and ensure that online teaching continues and enough cover for key worker and vulnerable children is in place on a rota basis within school.</p> <p>Risk assessment and protocol on school website.</p> <p>Leave school at reasonable time.</p> <p>Website, newsletter, Twitter. Briefed by Office staff.</p>	1	5	5
Outbreaks and lack of Emergency Planning	Employees, children/learners, contractors, visitors, members of the public, family members	School has an Emergency / Contingency Plan in place to allow swift action to be taken in event of a confirmed Covid19 case or an outbreak – key contacts, reporting, record keeping, etc.	1	5	5	Plan in place	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
	Contracting Coronavirus	<p>Gather and record key information relating to the case immediately</p> <p>Public Health England, Health Protection Team at be called swiftly in the event of a case of Covid-19, they will do a rapid risk assessment and advise of action to take. Contact tel: 0300 303 8596 (ext.1) or for out of hours 0191 269 7714)</p> <p>Local Emergency Plan in place to allow swift action to be taken – key contacts, action to take in event of a confirmed Covid19 case or an outbreak</p> <p>Understanding of NHS Test & Trace Process and local arrangements in place for record keeping of premises visitors for the last 21 days.</p> <p>Train all staff in emergency procedures</p>							
Dining & Catering	Employees, children/learners, contractors, visitors,	School Kitchen in operation – catering provider or kitchen staff have specific risk assessment for	1	5	5	School kitchen specific risk assessment.	1	5	5

What are the hazards?	Who might be harmed and how?	What precautions or existing control measures are presently taken.	Likelihood	Severity	Risk Rating L x S	If High or Medium Risk, what additional precautions or control measures need to be taken to reduce risk to as low as	Likelihood	Severity	Residual Risk L x S
	members of the public, family members	<p>working in kitchen in line with government guidance;</p> <p>https://www.gov.uk/government/p</p> <p>Detail what are your schools' arrangements for Dining Halls, serving hot/cold food, staggered times, access and egress of groups to minimize contact, clearing away, enhanced cleaning, housekeeping</p>				<p>Staggered times for all bubbles in dining hall. Packed lunch boxes to be handled by children only.</p> <p>Designated seating areas for all bubbles. Tables cleaned before and after each bubble has eaten. All unused food to be disposed of appropriately.</p> <p>All staff to wear masks, aprons and gloves when in the dining hall.</p> <p>Teachers to supervise children entering the hall. Lunchtime supervisors to supervise exit of children from dining hall.</p>			

To be completed by the Individual undertaking the risk assessment:

Name: Susan Robertson

Job Title: Headteacher

Signature:

Date: 04/01/2021

To be completed by the Senior Manager:

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date: